

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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FEBRUARY 25, 2003

FROM: **GERRY NEWCOMBE**, Deputy Administrative Officer
County Administrative Office

SUBJECT: CAPITAL IMPROVEMENT REQUESTS AND SHORT TERM LEASES

RECOMMENDATION: Receive list of County Administrative Office (CAO) approval of Capital Improvement Program (CIP) Requests and short-term leases for the period January 7, 2003 to February 6, 2003.

BACKGROUND INFORMATION: On November 7, 2000, the Board of Supervisors adopted County Policy No. 08-02-01, Leasing Privately Owned Real Property for County Use. Paragraph 2B of the policy provides that the CAO shall prepare a timely (but not less than monthly) agenda item to the Board listing the CAO's approval of CIP requests that authorize the commencement of any Formal Request for Proposal (Formal RFP), Solicitation of Proposal (SOP), and/or Short Term Proposal (STP) process for the lease of privately owned real property for County use and the approval of any STP leases pursuant to the STP process.

The following CIP request was approved by the CAO to begin the next step in the process for the period January 7, 2003 to February 6, 2003.

<u>Date Approved</u>	<u>Location</u>	<u>Department</u>	<u>Sq. Footage</u>	<u>Process</u>
1/13/03	Barstow	Special Districts	5 acres of land	SOP

The following STP lease was approved by the CAO for the period January 7, 2003 to February 6, 2003:

<u>Date Executed</u>	<u>Department/Location</u>	<u>Sq Footage/Rent</u>	<u>Terms</u>
1/16/03	Probation	1,440	One year lease
	14444 California Ave.	\$1,757 per mo.	commencing
	Victorville	(\$1.22/sq.ft./mo./full service)	Feb. 1, 2003

REVIEW BY OTHERS: This item has been reviewed by the County Administrative Office (Janet Lowe, Administrative Analyst) on February 11, 2003.

FINANCIAL IMPACT: The financial impact for the STP lease above is as follows:

1. The short-term lease payments will be paid from the County's Rent Budget (AAA-RNT-2905) and reimbursed by the County Administrative Office Budget (AAA-CAO).

<u>Current Budget Year Lease Cost</u>	<u>Annualized Cost of the Lease</u>	<u>Other Annual Costs</u>
\$21,084	\$21,084	-0-

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Gerry Newcombe, Deputy Administrative Officer (387-9046)

Record of Action of the Board of Supervisors

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